

ASME Events Management

ASME Events Management Department Services

- Department of 8
- Over 170 Meetings/Conferences Annually throughout U.S., Canada, South America, Europe, and Asia
- Meeting Manager – First Point of Contact and ASME Liaison
- Dept. Reorganized in 2005
- Over 70 Years of Combined Experience
- Ability to Collect Hotel Commissions
- Site Selection and Contract Negotiations
- Committee Liaison and Management
- Budget and CA-1 Form
- Coordinate ASME Web-site and Marketing
- Oversee Registration Services
- Coordinate Hotel Logistics
- Oversee Awards Program Logistics
- Spouse and Technical Tours
- Oversee Compilation and Printing of Final On-Site Program Book
- Coordinate Off-Site Special Events
- Oversee Exhibits, Poster Sessions and Sponsorship Process
- Coordinate Conference Signage
- Order Conference On-Site Equipment
- Hire Temporary Staffing
- Secure Conference Giveaways
- Obtain Certificate of Insurance from Suppliers
- Provide On-Site Management
- Post-Conference Services

Contact Information

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